



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

AFLG-PR (715)

25 Aug 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-38

1. This CIL contains information on the following subjects:
 - a. Use of electronic (Bitmap) signature within the Department of Defense (DOD) Standard Procurement System (SPS).
 - b. Acceptance of electronic signatures from industry as part of electronic proposal/bid receipt.
 - c. Acceptance of electronic "Raised Seal" bid bonds, performance bonds and notary seals as part of electronic proposal/bid receipt.
2. Installation Directors of Contracting and their designated personnel are authorized to use the electronic (Bitmap) signature to sign contracts and other documents, within SPS, provided the following conditions are met:
 - a. The SPS security model is operational and procurement profiles are active for all applicable users.
 - b. The individual utilizing the bitmap signature to sign contracts are Warranted Contracting Officers with Warrant levels equal to or exceeding the contract value.
 - c. The signature is protected from unauthorized use, by login and password identification.
3. Installation Directors of Contracting and their designated personnel are authorized to accept the following forms of "electronic signature" from industry as part of electronic proposal/bid submission.
 - a. Bitmap or digital signatures that are of a "text" format.
 - b. Forms that contain an original signature and are scanned to a file and included as part of the electronic proposal/bid

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submission. Contracting Officers must include the following language (verbatim) in all solicitations to accept this form of electronic signature:

(1) "The completed (insert SF designation or document title) may be scanned and submitted as part of or as an additional file if the offeror intends to submit the proposal/bid via electronic means. The (insert SF designation or document title) will remain available, on demand of the contracting officer, for validation and inspection purposes. The offeror is required to maintain the original form, with signature, for the duration of contract or until completion of appropriate debriefing or notification. Furnishing of electronic signature(s), pursuant to an offeror's submission of a bid or proposal authorizing such procedure, raises a rebuttable presumption regarding the implied authenticity of such signatures(s) upon which the Procuring Contracting Officer may legally rely in acceptance of the bid or proposal."

c. Submissions via Electronic Data Interchange (EDI), organic web site or other electronic means absent a signature, provided that any transmission vehicle used contains a "return address, identification or designation" that identifies the person and company submitting the documents. (e.g. if Bell Helicopter submits a bid, email address or other routing information must reflect that the bid came from Bell Helicopter, i.e. bill.smith@bellhelicopter.com or www.bellhelicopter.net etc.)

4. Installation Directors of Contracting and their designated personnel are **NOT** authorized to accept the following forms of "electronic signature" from industry as part of electronic proposal/bid submission:

Any format that uses a digital number coding system in place of a text or other form of signature listed in paragraph 3.

5. Installation Directors of Contracting and their designated personnel are authorized to accept the following form of "electronic raised seal documents" from industry as part of electronic proposal/bid submission:

Forms that require an original raised seal/notary seal may be scanned and added to an existing file or identified as an additional file when included as part of the electronic

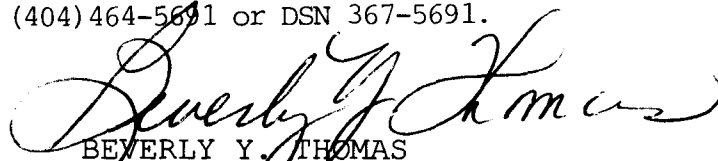
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proposal/bid submission. Contracting officers must include the following language in all solicitations to accept this form of electronic raised seal documents:

"Any completed raised seal document may be scanned and submitted as part of an existing file or as an additional file if the offeror intends to submit the proposal/bid via electronic means. The original document will remain available, on demand of the Contracting Officer, for validation and inspection purposes. The offeror is required to maintain the original document, with corresponding raised seal, for the duration of contract or until completion of appropriate debriefing or notification."

6. Questions concerning this CIL should be directed to MAJ Scott A. Campbell, at COMM (404)464-7463 or DSN 367-7463, or to Mr. Steve Hunnicutt at COMM (404)464-5691 or DSN 367-5691.



BEVERLY Y. THOMAS
Acting Chief, Contracting Division
Acting Principal Assistant Responsible
for Contracting

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